



Department of Veterans Affairs

## VA RECORDS CENTER AND VAULT (RC&amp;V) REFERENCE REQUEST

NOTE: Use a separate form for each request.

TO VA Records Center and Vault (RC&V) P.O. Box 141 Business Highway 60 North 11923 Lime Kiln Drive Neosho, MO 64850	ACCESSION NO.	BOX NUMBER  OF
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DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED

REMARKS

NATURE OF SERVICE

- ☐ FURNISH COPY OF RECORD(S) ONLY    ☐ PERMANENT WITHDRAWAL    ☐ TEMPORARY LOAN OF RECORD(S)    ☐ REVIEW    ☐ OTHER (Specify)

NAME OF REQUESTER	COMMERCIAL TELEPHONE NO. (Include Area Code)	DATE
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TRANSFERRING FACILITY OFFICIAL (Signature and title)	DATE
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NAME AND ADDRESS OF OFFICE/AGENCY (Include street address, building, room no. and ZIP Code)

## FOR USE BY RC&amp;V

- ☐ RECORDS DESTROYED
- ☐ RECORDS NOT IN RC&V CUSTODY
- ☐ WRONG BOX NUMBER -- PLEASE RECHECK
- ☐ ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED
- ☐ MISSING (Neither record(s) or information found in container(s) specified)
- ☐ RECORDS PREVIOUSLY CHARGED OUT TO (Name, office/agency and date):

REMARKS